

## .01 Hospital EI Responsibilities

Hospital EI responsibilities are as follows:

- When the application is a new MA application, create a case file and conduct the interview. Key P in the INTERVIEW DATE AND TYPE field on INDA. Complete the MA determination.
- When the hospitalized applicant is keyed OU on SEPA in an active case, or has a pending case at another site code, complete the following:

Notify [Research and Analysis](#) (R&A) that a medical emergency exists. Notification must include the following:

- Applicant's name
- Case number
- Site code where the case is located

Assist the local office in obtaining any missing verification, when necessary.

Conduct the interview, when an interview has not been completed. Key P in the INTERVIEW DATE AND TYPE field on INDA.

- Screen print a copy of the decision notice when one of the following have been completed and signed:

The Authorization to Share Information ([FAA-1145A](#)) form

The Release of Information to Hospitals/Organizations/Agencies section of the [official AHCCCS application](#)

Give the copy ONLY to the person or agency authorized on the FAA-1145A or AHCCCS application.

- Transfer and send the case file created at the hospital to the local office. (See [Case File Transfer](#))

NOTE When the applicant is transferred to another hospital, transfer the application and all verification received to date, to the EI at the new hospital to complete the MA determination. When there is no EI at the new hospital, transfer the application and all verification to the appropriate local office.

When a hospitalized applicant is discharged prior to the interview, complete both of the following:

- Schedule an interview at the hospital for the discharged applicant
- Send the [C900 notice](#)

When the discharged applicant misses the scheduled interview, complete all of the following:

- Key N in the COMPLETED field on INDA
- Send the [C901 notice](#) to inform the applicant of the local office that serves the applicant's residential ZIP Code
- Transfer the application to the local office that serves the applicant's residential ZIP Code
- Document CADO with the actions taken

NOTE DO NOT deny the application prior to the 45th day for failure to complete the interview.